Instructions for IRS Data Retrieval and IRS Tax Return Transcript

Stonehill College requires either the IRS Data Retrieval or Tax Return Transcript or a signed copy of your federal tax return, including all schedules. Incoming committed students and returning students should monitor their myHill account frequently to view the status of any required documents.

If you answer yes to any of the following statements, you are **NOT ELIGIBLE** to use the IRS Data Retrieval Tool; therefore, you must submit a Tax Return Transcript or a signed copy of your federal tax return, including all schedules to Stonehill College.

- o My tax filing status is Married Filing Separately
- o I filed a Puerto Rican or foreign tax return

IRS Data Retrieval Process *(preferred method, if eligible)*

The IRS Data Retrieval Tool is not available until 2-3 weeks after submitting your tax return electronically or 6-8 weeks after submitting a paper tax return to the IRS. If you did not pay all the tax you owe, the IRS Data Retrieval tool is not available until approximately 1 week after you pay the full amount owed.

1. Go to [www.fafsa.gov FAFSA form](www.fafsa.gov)
2. Log in to the student's FAFSA record
3. Go to the Student/Parent Information
4. Answer the filtering questions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer your IRS income tax information to the student's FAFSA
5. If eligible, the student/parent will be asked for their FSA ID before linking to the IRS Website
6. Follow the online instructions to complete the IRS Data Retrieval process **Note: If student is dependent, the Data Retrieval tool requires both student and parent signatures (FSA ID). Please be sure to submit the FAFSA after completing this process

Please note that when using data retrieval for a joint tax return, use the first name listed on the tax return to search for the data.

See next page for instructions to obtain a Tax Return Transcript

Instructions for obtaining a Tax Return Transcript

ONLINE REQUEST

1. Go to www.irs.gov IRS website
2. Click on "Get Your Tax Record"
3. Select either "Get Transcript Online" or "Get Transcript by Mail" (by mail will take 5 to 10 business days)
   a. ONLINE IS PREFERRED FOR QUICK TURNAROUND TIME, if eligible
   b. You will have to create an account if you do not already have one. *You will need an account number for one of the following financial accounts – credit card, mortgage, home equity loan, home equity line of credit, or auto loan.*
4. Enter name (first person listed on tax return) and address information exactly as it appears on your most recent federal tax return.
5. Select the reason for requesting a transcript as "Higher Education/Financial Aid", select a **"TAX RETURN TRANSCRIPT"** and select the appropriate tax year (two years prior to the academic year). *Examples: academic year 2020-2021, select tax year 2018; academic year 2021-2022, select tax year 2019*
6. Save the PDF and/or print a copy

PHONE REQUEST

1. Call the IRS at 1 800-908-9946
2. Follow Prompts to enter tax filer's SSN and Street Address (the one currently on file with IRS)
3. Select the option to request an IRS "Tax Return Transcript"

PAPER REQUEST (IRS Form 4506T-EZ)

1. Download form at www.irs.gov IRS website
2. Complete lines 1-4 (follow instructions on page 2 of the 4506T)
3. Please do not request the transcript be sent directly to the school

IMPORTANT: Upon receipt of the Tax Return Transcript, submit a complete copy to Stonehill College (keep a copy for your records). **It is imperative that the student name and Stonehill ID be clearly printed on the top of the transcript**. Part of the ss#, name, and address are masked for security purposes on the transcript; therefore, without the student name and Stonehill ID printed on the transcript we will not be able to attach the transcript to the student record.

Preferred method of submission of the document is in PDF format to finaid@stonehill.edu (enter student name and Stonehill ID in subject line) or mail to Student Financial Assistance, Stonehill College, 320 Washington Street, Easton, MA 02357.